



## Bridges Advisory #62

June 1, 2005

The University of Florida is committed to keeping you informed as we continue our transition to the new myUFL systems. For more information about the Bridges Advisories, or to read past issues, please visit [www.bridges.ufl.edu/advisory](http://www.bridges.ufl.edu/advisory).

**PLEASE READ THIS EMAIL (OR SHARE WITH THOSE WHO DO NOT HAVE A COMPUTER)  
EACH WEEK TO STAY INFORMED DURING THE TRANSITION.**

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**SEARCHING FOR JOBS AT UF.** This past weekend, the View Job Postings page (navigation: myUFL > My Self Service > Jobs at UF > View Job Postings) received several changes to benefit applicants and department managers alike.

- First, expanded instructions regarding the application process replaced the former instructions.
- Second, the Job Boxes were removed, and applicants are now directed to view the Posting Information for a position and then add that job to their Job Basket if the description and qualifications match the interest and credentials of the applicant. Specifically, applicants now should click on Posting Title link to review the position description and then click on the "Add to Job Basket" link if interested in applying for that position, or click on the "Return to Job Posting" link if not interested.
- Third, a new column has been added that reflects the department name associated with the requisition. This will allow department managers to use the Posting Title field (30 characters) just for the Posting Title, rather than also attempting to add the department name as well.

**PORTAL TIP – HOW TO DO 'WILD CARD' SEARCHES.** PeopleSoft supports the '%' wildcard features when searching for data in character fields. These wildcards can be helpful in finding items of interest when you don't have exact information. For example, searching for "alber%" will return all values that match 'alber' including values like 'albert' and 'alberta'. It is similar to using the '\*' wildcard in Microsoft Windows. Note: Wildcards only work when used with the Begins With and Contains operators.

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- For frequent updates about the project, subscribe to the UF Bridges pagelet on the [myUFL portal](http://my.ufl.edu) <<http://my.ufl.edu>>. For a quick tutorial on how to use myUFL, please sign on to the portal and click on Help > How to Use myUFL.
- For more information about myUFL systems, visit the [Bridges Web site](http://www.bridges.ufl.edu) <<http://www.bridges.ufl.edu>>.
- For help or support in using the new systems, including the portal, contact the UF Help Desk at 392-HELP or [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).